

DATE: 12/31/05

REPLACES: NIH MANUAL 1810-1, DATED 04/12/99

ISSUING OFFICE: OFFICE OF FEDERAL ADVISORY COMMITTEE POLICY (OFACP) 301- 496-2123

**PROCEDURES FOR AVOIDING CONFLICT OF INTEREST FOR NIH
SPECIAL GOVERNMENT EMPLOYEE (SGE) ADVISORY COMMITTEE MEMBERS**

Financial Interests vs. Covered Relationship

Financial Interests
(18 U.S.C. § 208)

Covered Relationship
(5 C.F.R. § 2635.502)

Employer(s) [Enter on Recusal List, not waiver]

Entities with which SGE has/seek a financial, business, or other contractual relationship

Stock/options in companies that do business in same fields or sectors as the IC or NIH

- research funding sources
- award sources

Sector fund interests in sectors affected by IC or NIH work

Entities the SGE has served within the last year as officer, director, trustee, general partner, agent, attorney, consultant, contractor, speaker

Entities the SGE serves as officer, director, or trustee

- one-time speaking engagements
- sources of honoraria from speeches
- consulting as “independent contractor”
- editorial boards (unless employment)
- advisory boards

SGE’s personal business/partnership
- including a consulting company the SGE owns and is employed by

Former employer (for 1 year after leaving)

Creditors (if debt exceeds applicable threshold)

Entities with which the SGE is presently seeking employment, or with which the SGE has an agreement for prospective employment

The following do not pose a conflict or an appearance problem:

- widely-diversified & publicly-traded mutual/bond funds
- cash accounts, CDs, money market accounts
- stock/options in companies that do business unrelated to IC or NIH business
- sector fund holdings in sectors unrelated to IC or NIH business
- investment real estate
- Federal employment